


**tte laboratories™**

Metrology-Driven Pipette Calibration™

R200-2/B

Today's Date \_\_\_\_\_

# Pipette Calibration Service Form

Prior to pickup or shipment you must enclose a completed form with your pipettes

1. **Company/Institution** \_\_\_\_\_ **Your Name** \_\_\_\_\_  
 2. **Department** \_\_\_\_\_ **Room** \_\_\_\_\_ **Phone ( \_\_\_\_\_ )** \_\_\_\_\_  
 3. **Your e-mail address** \_\_\_\_\_ **Fax ( \_\_\_\_\_ )** \_\_\_\_\_

4. **Calibration Service Level Requested:** type in the quantity of pipettes for each calibration option

	SC	MC	BT	
	_____	_____	_____	(SC - single channel pipettes, repeat dispensers, syringe / MC - multichannel pipettes / BT - bottle-top dispenser or burettes)
<b>ISO-Accr.</b>	_____	_____	_____	(Certificate with ISO accreditation logo included - '10' as found data', '10 as left data, accuracy and precision data)
<b>Level 4</b>	_____	_____	_____	(Individual certificate included, - '4 as found data', '10 as left data, accuracy and precision data)
<b>Level 3</b>	_____	_____	_____	(Individual certificate included, - '4 as found data', '4 as left data, accuracy and precision data)
<b>Level 2</b>	_____	_____	_____	(Individual certificate included, - '4 as left data only, accuracy and precision data)
<b>Level 1</b>	_____	_____	_____	(Batch certificate included, - no measurement data)

5. **Multichannel Pipette Options:** required if multichannel pipettes are included above, please check the MC calibration options

(MC Plus and MC Premium Options are NOT available with Level 1 or 2 calibration)

- MC Standard** Includes inter-channel performance verification followed by data measurements from one random channel
- MC Plus** Includes MC Standard, plus a single measurement from every channel at : (check)  1  2 or  3 test volumes
- MC Premium** Includes calibration option selected above for each individual channel

6. **Pipette Controller Validation:** check here when submitting motorized controllers or Pipet-aid® types

- PCV Service** Includes performance and battery pack, new filter, certificate and label

7. **Optional Services Requested:** Original paper certificates are provided at no additional cost. Please check one to request

- e-certificates:** Original electronic certificates (pdf file), email address required  **DNA decontamination:** Additional step to remove PCR-contaminating DNA from each pipette

8. **Special Instructions / Repair Information:** (Please use this space to detail specific issues that will help us give attention toward any problem pipettes)

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9. **Calibration Service Interval** (next calibration)  3 months  4 months  6 months  Annual

10. **Payment Information:** Required (check one)

Purchase Order  VISA  MC  AMEX # \_\_\_\_\_

If Card: Name on Card \_\_\_\_\_ Bill Zip Code \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp date \_\_\_\_\_ / \_\_\_\_\_

Options for shipped packages: Return shipping default is Ground Service. Please upgrade to  2nd Day  Next day

11a. **Your Shipping Address:** \_\_\_\_\_ **Your Billing Address:** same as shipping

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Billing phone #** \_\_\_\_\_

11b. **Standard Packaging** \_\_\_\_\_ (FREE) **Premium Reusable Packing** \_\_\_\_\_ (Additional Fee Applies) / See price schedule

12. **Decontamination of Pipettes is Required** (Please do not submerge pipettes in cleaning solutions, as this will cause damage)

Pipettes have been decontaminated from biohazardous, chemical, and radioactive materials by the use of:

- 70% EtOH  10% Bleach  Count-off®  other \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Required Signature)

SOP2-A3-010208

Ship to: TTE Laboratories, Inc. • 77 Main Street, Hopkinton, MA 01748 • (800) 242 6022  
 Visit [www.pipettes.com](http://www.pipettes.com) for discount prices on Brand-name pipette products

**Shipping instructions:** Wrap pipettes in a protective wrap and package them securely in a sturdy shipping box.  
 Use protective foam or bubble wrap to limit movement during shipping. Be sure to use an insured carrier (ie.FedEx, UPS, DHL)